

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF SEPTEMBER 12 - 16

MONDAY, SEPTEMBER 12, 2011

- | | | |
|-------------|---------------------------------------|---|
| *10:00 a.m. | Transportation Coordinating Committee | GB Metro Transportation Center
901 University Avenue |
| *3:00 p.m. | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |
| *4:30 p.m. | Neville Public Museum Governing Board | 3 rd Floor Board Rm., Neville Museum
210 Museum Place |
| *6:30 p.m. | Executive Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, SEPTEMBER 13, 2011

- | | | |
|------------|-----------------|--|
| *5:00 p.m. | Board of Health | 2 nd Floor Conference Room
Health Department
610 S. Broadway Street |
|------------|-----------------|--|

WEDNESDAY, SEPTEMBER 14, 2011

- | | | |
|------------|------------------------------------|---|
| *1:30 p.m. | Emergency Medical Services Council | Village of Ashwaubenon Board Rm.
2155 Holmgren Way |
|------------|------------------------------------|---|

THURSDAY, SEPTEMBER 15, 2011

- | | | |
|------------|--|---|
| *9:00 a.m. | Fire Investigation Task Force Board of Directors | Allouez Fire Department
135 Dauphin Street |
| *5:30 p.m. | Facilities Master Plan Subcommittee | Room 200, Northern Building
305 E. Walnut Street |
| *6:00 p.m. | Library Board | Weyers-Hilliard Branch
2680 Riverview Drive |
| *7:00 p.m. | Fire Investigation Task Force Gen. Membership | Howard Fire Station No. 1
2456 Glendale Avenue |

FRIDAY, SEPTEMBER 16, 2011

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, September 12, 2011

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Sunny Archambault	_____	Barbara Natelle	_____
Diana Brown	_____	Sandy Popp	_____
Brandon Cooper	_____	Cole Runge	_____
Pat Finder-Stone	_____	Julie Tetzlaff	_____
Chris Hasselbacher	_____	Mary Van Acker	_____
Kathy Hillary	_____	Derek Weyer	_____
George Jackson	_____	Tina Whetung	_____
Debbie Johnson	_____	John Withbroe	_____
Kathy Johnson	_____	Vacant – BC Exec.	_____
Byia Martin	_____	Vacant – BC Board	_____

ORDER OF BUSINESS

1. Approval of the June 13, 2011, Transportation Coordinating Committee meeting minutes.
2. Discussion of the modified paratransit service area that went into effect on September 6, 2011.
3. Round robin discussion about paratransit service.
4. Other matters.
5. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY 4:00 P.M. ON FRIDAY, SEPTEMBER 9, 2011, SO THAT ARRANGEMENTS CAN BE MADE.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, September 12, 2011
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

APPROVAL OF MINUTES:

1. Approval of the July 18, 2011 minutes of the Brown County Housing Authority.

COMMUNICATIONS:

2. Three letters from the Department of Housing and Urban Development from August 2011 regarding approval of Renewal Funding Set-Aside Request.
3. Copy of the Integrated Community Solutions, Inc. Board of Directors Resolution approving the release of money in the Reserve Administrative Funds account.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. Portability Activity
 - G. SEMAP Monitoring Report
 - H. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - I. Report on the Housing Choice Voucher Home Ownership Option.
 - J. VASH Reports
 - K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

5. Update and possible action regarding Tenant Protection Vouchers.

NEW BUSINESS:

6. Review and approval of revisions to Chapter 4 (Applications, Waiting list and Tenant Selection) of the Housing Choice Voucher Administrative Plan.
7. Review and possible action regarding ICS Administration Efficiency Plan 2012.
8. Discussion and approval of mandatory electronic statements of Housing Assistance Payments to property owners participating in Housing Choice Voucher Program.

9. Review and approval of Brown County Housing Authority 2012 Annual Agency Plan.
10. Discussion and possible action regarding closeout of Mutual Housing Association.

INFORMATIONAL:

11. Distribution of proceeds from NeighborWorks® Green Bay's sale of 610 Mather Street.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

12. Introduction of BCHA Intern.

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Neville
Public
Museum

Of Brown County

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

September 12, 2011

4:30 p.m.

Neville Public Museum
Third Floor Board Room

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Review/modify minutes from August 8, 2011 meeting
 - IV. Director's Report
 - a. Discussion of Director's "100 Day Assessment Report"
 - b. Distribution of Metric Dashboard
 - c. 2011-2012 Exhibit & Program update
 - V. Such other matters as are authorized by law
 - VI. Adjournment

Kevin Kuehn, Chair

Next Meeting

To be determined.

Please contact Jean at 448-7840 if you cannot attend this meeting—thank you!

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Tom Lund, Jesse Brunette, Bernie Erickson

Pat Evans, Tom De Wane

EXECUTIVE COMMITTEE

Monday, September 12, 2011

6:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call meeting to order.
 - II. Approve/modify agenda.
 - III. Approve/modify minutes of August 8, 2011.
1. Review of minutes:
 - a) Facility Master Plan Subcommittee (8/18/2011).

Communications

2. Communication from Supervisors De Wane & Theisen re: That commencing 12/1/11 any monthly room tax revenues received in excess of the required KI Convention Center and Resch Center bond payments shall be awarded to the City of Green Bay for funding an expansion of the KI Convention Center or any other development related to expanding the KI Convention Center. *Referred from August County Board. (Presentation from City of Green Bay).*
3. Communication from Supervisor LaViolette re: Consider changes in policies & procedures that would make the operation of the County Board more efficient and effective (i.e. meet twice a month; allowing every supervisor to talk on every subject with time limitations and setting an adjournment time such as 11:00 p.m.) *Item held for 30 days.*
4. Communication from Supervisor Miller re: That the County should supply Brown County Supervisors a notice of the above bills that deviate by an amount greater than 15% of the historical 3-year average (allowing for seasonal adjustments for heating, cooling, etc.) Such bills would be starred in the submission to the Brown County Supervisors and the public. *Referred from August County Board.*

Legal Bills

5. Review and Possible Action on Legal Bills to be paid.

Other

6. Update from ADVANCE – Mr. Fred Monique, Interim President, Green Bay Area Chamber of Commerce.
7. WCA 2011 Conference Resolutions. *Referred from Legislative Subcommittee.*
8. Discussion regarding the use of County Jail Inmates for Brown County work projects.
9. Discussion re: the creation of a resolution from the Brown County Board congratulating the Wisconsin Alumni Association on their 150 year anniversary.
10. Discussion and possible action re: Re-Organization of County Board Office.

Reports

11. Table of Organization Study Group.
 - a) Recommendation re: NEW Zoo and Parks Department merger.
 - b) Recommendation re: Facilities Department and Highway Department merger.
 - c) Discussion and possible action re: Committee Reporting Structure for Department of Public Works.
 - d) Request to allow Human Resources to begin recruitment process for Director of Public Works contingent on approval of County Board.
12. Internal Auditor Report.
 - a) Budget Status Financial Report for July, 2011.
 - b) Referral from Executive Committee regarding Budget Consistency.
 - c) Other.
13. County Executive Report.
 - a) Discussion re: Update on former Mental Health Center Building (standing item).
14. Board Attorney Report
 - a) County Code Chapter 4 Rewrite. *Item referred to September meeting.*

Vacant Budgeted Positions (Request to Fill)

15. Human Services – Clerk II Data Control (vacated 8/5/11).
16. Human Services – Clinical Social Worker (will be vacated 9/30/11).
17. Human Services – Clinical Supervisor AKA Behavioral Health Supervisor (vacated 8/24/11).
18. Human Services – Social Services Aide III-Daycare Coordinator (vacated 8/1/11).
19. Human Services – Social Worker Supervisor (will be vacated 9/23/11).

RFP/RFQ Approval

20. Project 1519 for Brown County Vending Services RFP Submitted to Executive Committee for Recommended Approval. Vending Services generated \$8,000 in commission rebate over the last 12 months.
21. Project 1470 for Brown County Protective Services RFQ Submitted to Executive Committee for Recommended Approval (for Museum, Library, Human Services & CTC. Aggregate 2010 spend \$150,000/year).

Resolutions and Ordinances

22. Ordinance to Amend Chapter 4 of the Brown County Code Entitled "Personnel Rules and Regulations".
23. Ordinance re: to Repeal and Recreate Sections of Chapter 4 of the Brown County Code of Ordinances Pertaining to Corrective Discipline, Rules of Conduct and Grievance Procedure.
24. Resolution re: Adopting Brown County's 2012 Five-Year Capital Improvement Plan.

Closed Session

25. A Closed Session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Labor Negotiations).
26. A Closed Session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (VEBA).

Other

27. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY BOARD OF HEALTH
TUESDAY, SEPTEMBER 13, 2011
5:00 PM**

Brown County Health Department
610 South Broadway Street
Second Floor Conference Room
Green Bay, WI 54303

AGENDA

1. Call to Order and Introductions
2. Approval / Modification of the Agenda
3. Approval of Minutes of July 26, 2011
4. Update Budget 2012
5. Director's Report
6. Any Other Business Authorized by Law
7. Adjournment/ Next Meeting

Please RSVP attendance to Juli Gray at 448-6405 no later than 4:30 PM Friday, September 9, 2011. Thank-you!

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EMERGENCY MEDICAL SERVICES COUNCIL

Chair, Larry Ullmer

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that a regular meeting of the Emergency Medical Services Council will be held on

Wednesday, September 14, 2011, 1:30 pm

**** Please Note Meeting Location ****

**Village of Ashwaubenon, Board Room
2155 Holmgren Way**

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of May 18, 2011.
4. Concealed Carry Law Standard Operating Guidelines for EMS.
5. Update re: post resuscitation hypothermia protocol.
6. Medical Director's Report.
7. Training and Standards Work Group.
8. Statewide Committees and Task Force – Reports.
9. Other Business.
10. Public Comment and Such Other Matters as Authorized by Law.
11. Next Meeting – November 16, 2011 @ 1:30 pm.
12. Adjourn.

Chair, Larry Ullmer

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**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
BOARD OF DIRECTORS**

AGENDA

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, September 15, 2011, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

- ITEM #1. Adoption of the Agenda.
- ITEM #2. Review Minutes of Meeting of June 23, 2011.
- ITEM #3. Report of Monthly Activities of the Fire Investigation Unit.
- ITEM #4. Report of the General Membership President.
- ITEM #5. Old Business.
 - A. Status of County Agreement with MABAS.
- ITEM #6. New Business.
- ITEM #7. Report of Juvenile Firesetter Program Coordinator.
- ITEM #8. Other Matters.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Adjourn.

Robert Kiser, Chairperson of the Board
Brown County Fire Investigation Task Force

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FACILITY MASTER PLAN COMMITTEE

Carole Andrews, Chair
Bill Clancy, Vice-Chair
Mike Fleck, Pat Wetzel

FACILITY MASTER PLAN SUBCOMMITTEE

Thursday, September 15, 2011

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of August 18, 2011.
4. Comments from the Public.
5. Update on former Mental Health Center building.
6. Review of Health Department space needs.
7. A closed session pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Purchase of Public Properties)
8. Report of the Facilities Director.
9. Such other matters as authorized by law.

Respectfully submitted,
Carole Andrews, Chair

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LIBRARY

515 PINE STREET
GREEN BAY, WISCONSIN 54301-5194

PHONE (920) 448-4400
FAX (920) 448-4364

LYNN M. STAINBROOK
DIRECTOR


E-MAIL Stainbrook_LM@co.brown.wi.us
WEBSITE www.browncountylibrary.org

BROWN COUNTY LIBRARY BOARD **NOTE LOCATION: WEYERS-HILLIARD BRANCH**

2680 Riverview Drive
Thursday, September 15, 2011
6:00 p.m.
AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Information Services report on services received
5. Facilities Report
 - a. Report of Central Library Renovation Task Force
 - b. Solar Energy Projects
 - c. Approve Kress Rental Space Lease
 - d. Other Activity
6. Approve RFID pilot project with MK Sorting Systems
7. Accountant's report
 - a. Financial report
 - b. Acceptance of gifts, grants and donations
8. 2012 Budget
9. Approve Budget Adjustment Notice for reclassification of merchant fees from Contracted Services to Service Fees
10. Approve Budget Adjustment Request for transfer from Fund Balance for maintenance of the Wood Memorial Garden at Central Library
11. Approve Budget Adjustment Request for transfer of excess funds from Facilities - Library Capital Project fund to Library Operations for the Central Library Skylight Project
12. Approve Change in Table of Organization
13. Approve Filling Open Library Positions
14. Employee Transition
 - a. Approve Grievance Procedure
15. Nicolet Federated Library System
 - a. Monthly update
16. President's report
17. Director's report
18. Such other matters as are authorized by law
19. Adjournment

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed in this agenda.


Terry Watermolen
President



**BROWN COUNTY FIRE INVESTIGATION TASK FORCE
GENERAL MEMBERSHIP**

AGENDA

(PLEASE NOTE CHANGE OF DATE)

A meeting of the General Membership will be held on Thursday, September 15, 2011, at 7:00 p.m., at Howard Fire Station #1, 2456 Glendale Avenue, Green Bay, WI.

- ITEM #1. Adoption of Agenda.
- ITEM #2. Review Minutes of Previous Meeting.
- ITEM #3. Report of Task Force Activities.
- ITEM #4. Information from Board of Directors Meeting.
- ITEM #5. Old Business.
- ITEM #6. New Business.
 - A. Election of Officers.
- ITEM #7. Juvenile Firesetter Business.
- ITEM #8. Other Business.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Training.

The BCFITF General Membership welcomes anyone interested in becoming a member. **Please post for your fellow firefighters and officers to read.**

Brad Muller
President, BCFITF General Membership

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (August 25, 2011)
- Facility Master Plan Subcommittee (August 18, 2011)
- Fire Investigation Task Force (June 23, 2011)
- Planning Commission Board of Directors (August 3, 2011)
- Veterans' Recognition Subcommittee (August 16, 2011)

To obtain a copy of Committee minutes:

[http://www.co.brown.wi.us/minutes and agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

August 25, 2011

PRESENT: Pat Hickey, Donajane Brash, Pat Finder-Stone, Bill Clancy, Judy Parrish,

PRESENT BY PHONE: Tom Diedrick, Lisa Van Donsel

EXCUSED: Libbie Miller, Barbara Robinson, Marvin Rucker, Keith Pamperin, Steve Daniels

ALSO PRESENT: Sunny Archambault, Devon Christianson, Arlene Westphal, Debra Bowers,
Tina Brunner, Diana Brown

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

INTRODUCTIONS: Introductions were made by Board Members and those present.

ADOPTION OF AGENDA: Mr. Diedrick noted that we would be reviewing the July Finance Report today, not the June Finance Report, and he requested that we change the order of business on the agenda for the purpose of accommodating Ms. Hickey and Ms. Van Donsel who were only able to join the meeting for a short time by teleconference. He recommended moving agenda items 2. Introductions, 6. Finance Report, 7. Personnel Committee Report, and 8. Program Committee Report to the beginning of the agenda

A motion was made by Sup. Clancy and seconded by Ms. Parrish to adopt the August 25, 2011 Agenda with the above noted changes. **MOTION CARRIED.**

FINANCE REPORT:

- A. REVIEW AND APPROVAL OF THE JULY 2011 FINANCE REPORT:** Ms. Bowers reported that we continue to be overspent in Utilities due to the heating and air conditioning not functioning properly yet. Our Supplies and Expense Budget and Non-Outlay Equipment will balance themselves out. Energy Initiatives and New Building/Renovations will be on target and we are slightly overspent in Restricted Donations Purchases.

Ms. Bowers noted a new line item (#52) on the Revenue Report titled: Less Accounts Receivable. She explained that by subtracting this line item out enables us to receive a true picture of cash on hand.

Ms Parrish moved and Ms. Brasch seconded to approve the July 2011 Finance Report. **MOTION CARRIED.**

- B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board members reviewed the restricted donations of \$400 from Donald Tilkens and Sue Warpinski for Home-Delivered Meals in memory of Evelyn Tilkens, and \$25 from Dolores Breitenbach for Program Operations in memory of Raymond Breitenbach.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve the Restricted Donations. **MOTION CARRIED.**

PERSONNEL COMMITTEE REPORT:

- A. REVIEW AND APPROVAL OF ADRC SUCCESSION PLAN:** Mr. Diedrick reported that the Personnel Committee met on August 18, 2011 and reviewed the ADRC Succession Plan included in the board packet. The plan addresses both an emergency succession

plan in the event of the emergency absence of the Director as well as a planned, timed replacement of the Director. Mr. Diedrick requested board approval of the plan.

Ms. Finder-Stone thanked the committee for the work they put into this outstanding plan. She moved and Ms. Brasch seconded to approve the ADRC Succession Plan. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF ADRC ORGANIZATIONAL CHART: Ms. Archambault drew board members attention to the current and the recommended ADRC Organizational Chart included in the board packet. She noted that the recommended chart had been updated and under the Facilities Placement Coordinator the addition of workers through the Senior Service Worker Program, the Wisconsin Senior Employment Program, The Department of Vocational Rehabilitation and Community Correction Employment Programs would be added. Ms. Archambault requested board approval of the recommended Chart.

Ms. Finder-Stone moved and Sup. Clancy seconded to approve the recommended ADRC Organizational Chart. **MOTION CARRIED.**

PROGRAM COMMITTEE REPORT – NUTRITION CONTRACT FOR 2012-2014: Ms. Archambault reported that the Program Committee met on August 23, 2011 to review the proposals for the preparation and delivery of meals for the Elderly Nutrition Program in 2012. Two RFQs were received, one from Konop and one from Aramark. Konop's bid was \$3.75/cost per meal and Aramark's bid was \$2.949/cost per meal. Ms. Archambault stated that the ADRC has reviewed the requirements for administration of this program with Aramark, has met with their regional administrative staff, has toured the local kitchen facilities and will hold Aramark to all of the contract requirements. Aramark has suggested the ADRC negotiate a different escalation clause in our contract and we will discuss this with Aramark. Aramark is committed to meeting all of the contract requirements and the Program Committee is recommending that the board approve Aramark's proposal for 2012-2014.

Ms. Finder-Stone moved and Ms. Parrish seconded to approve contracting with Aramark for preparation and delivery of meals for the Elderly Nutrition Program in 2012-2014. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JULY 28, 2011: Ms. Finder-Stone moved and Ms. Brasch seconded to approve the minutes of the regular meeting of July 28, 2011.

COMMENTS FROM THE PUBLIC: None.

CORRESPONDENCE FROM SOCIAL SECURITY ADMINISTRATION – WISCONSIN PARTNER IN SERVICE AWARD: Ms. Archambault announced that the ADRC had received *The Wisconsin Partner in Service Award* from Social Security. This is a service award recognizing the services our Benefit Specialist Department perform in collaboration with the Social Security Office.

BENEFITS SPECIALIST REPORT: Ms. Brunner introduced herself as the Team Lead for the Benefit Specialist Unit. Her duties include supervising the department as well as providing direct services in the elderly benefit areas. The core functions of this unit are to advocate, educate and counsel on public benefits.

Ms. Brunner distributed 3 handouts which summarized the topics Benefits Specialists discuss with consumers, the number of persons served and the monetary impact for Brown County by both the Elderly and Disability Benefit Specialist units between January 1 and June 30, 2011. The unit served 3,138 consumers between January 1 and June 30, 2011. Of these, 1,548 were adults with a disability and 1,590 were adults 60 years of age and older.

Within the Benefit Specialist Team, each staff member has their own area of expertise which is utilized for the benefit of the consumer. There is a value placed on connecting the consumer with resources which in turn has a monetary impact of benefit dollars for Brown County. Between January 1 and June 30, 2011 that monetary impact brought \$2.7 million into the community.

In 2009 and 2010 Brown and Kewaunee Counties received a Medicare Improvement for Patients and Provided Act (MIPPA) Grant enabling us to hire Kitty Thomas, an Outreach Coordinator. Ms. Thomas coordinates and provides outreach and education for Medicare recipients and professionals within the community about Low Income Subsidy, Medicare Part D and Medicare Savings Programs. She makes home visits, helps with applications, develops partnerships with community providers as well as working with the meal sites, pharmacies, churches and doing radio spots as part of her outreach efforts. The State of Wisconsin met and exceeded their goals set for the MIPPA Grant. The 2010-2012 Grant includes outreach to educate Medicare recipients on the new preventative services now covered by Medicare because of the Affordable Care Act. In October we will begin educating clients on the tools available to help them to make informed choices on Medicare Part D. The outreach program has been very successful.

In summary, Ms. Brunner shared several success stories with board members demonstrating how advocating, educating, and counseling has positively benefited the consumer.

FAMILY CARE UPDATE: Mr. Diedrick announced that he had attended the local board meeting of Family Care in July. He noted that Rolf Hansen, Director of NEW Family Care District, is continuing to plan and prepare in order to be ready to implement Family Care services in Northeast Wisconsin when it is added in the state budget.

EVALUATION OF ORIENTATION PROCEDURES: A Board Orientation Survey was included in the board packet. Ms. Archambault noted that the purpose of the survey was to make sure that the board was receiving the information they needed to make informed decisions as members. She requested board members complete the survey and return it to her as soon as possible.

DIRECTOR'S REPORT: Ms. Archambault reported that she will be on vacation Labor Day week.

REVIEW OF ADRC BOARD RECRUITMENT AND RECOMMENDATION REPORT: Ms. Archambault noted that Board Terms for Mr. Diedrick, Mr. Pamperin, Ms. Brasch, Ms. Parrish, and Ms. Aanonsen, who resigned earlier, will end in November, 2011. Mr. Diedrick, Mr. Pamperin and Ms. Brasch have agreed to have their names put in for reappointment. Ms. Parrish has already served 2 terms so we will need to recruit candidates to represent persons with a developmental disability, senior, and a representative from the Oneida Nation.

Ms. Archambault noted that interested candidates will need to complete the Brown County Executive's Appointees Information Sheet. A draft of the recruitment process was included in the board packet for board members to review.

LEGISLATIVE UPDATE: Ms. Finder-Stone announced that she had attended the last Board on Aging & Long-Term Care Meeting which was held at King Veterans Home as requested by Governor Walker. They met the new nursing home administrator and participated in the Ombudsman Tour. Ms. Finder-Stone stated that she was very impressed with the facility.

ANNOUNCEMENTS: None

NEXT MEETING DATE – September 22, 2011: The next Board of Director's Meeting is scheduled for September 22, 2011.

ADJOURN: Ms. Parrish moved and Ms. Finder-Stone seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 9:39 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

PROCEEDINGS OF THE BROWN COUNTY FACILITY MASTER PLAN
SUBCOMMITTEE

Pursuant to Section 19.84 Wis. Stats., a meeting of the **Facility Master Plan Subcommittee** was held on Thursday, August 18, 2011 at 5:30 p.m. in the Truttman Room of the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, Wisconsin.

Present: Carole Andrews, Mike Fleck, Bill Clancy, Pat Wetzel

Also Present: Troy Streckenbach, Bill Dowell, Doug Marsh, Chuck Lamine

A tour of the Brown County Sheriff's Office was taken prior to the meeting being called to order.

1. **Call to Order.**

The meeting was called to order by Chair Andrews at 5:30 p.m.

2. **Approve/Modify Agenda.**

A motion was made by Supervisor Clancy, seconded by Supervisor Fleck to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. **Approve/Modify Minutes of July 21, 2011.**

A motion was made by Supervisor Wetzel, seconded by Supervisor Fleck to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. **Comments from the Public.**

No public present.

5. **Update on former Mental Health Center building.**

Facility Management Director Bill Dowell stated that efforts are continuing to sell the building, however, at the same time, they are also moving forward with demolition plans.

Planning Director Chuck Lamine stated that a tour of the MHC was given recently to a private developer who seemed somewhat interested. He also reported that the Milwaukee group that toured the facility earlier remained interested and he will be following up with them shortly. Lamine felt this group may be more interested in the property than the building.

Engineer Doug Marsh stated that they are moving forward in three areas concurrently: 1) auction of fixtures, furnishings and equipment, 2) marketing and sale of the property and 3) abatement and demolition of building and site improvements.

With regard to the auction, Marsh stated that they have listed five dozen items on GovDeals.com, an on-line auction site. To date 18 items have been sold for a total of \$8,925. Facilities is also working on setting up a public auction for remaining items. This auction will be held at the Fairgrounds on October 4, 2011. Facilities will arrange to have everything moved out to the Fairgrounds beginning September 19, 2011 and the auctioneer will then come in and organize the items for sale.

Supervisor Clancy questioned the economic feasibility of moving the items from the MHC to the Fairgrounds and Marsh stated that this would be cost effective. Marsh went on to state that holding the auction at the MHC is not feasible as items are scattered throughout the property and there are many areas that the public should not have access to for various reasons. Marsh also pointed out that having Facilities move the items themselves will reduce the fees charged by the auctioneer. After the auction is held there will be an opportunity for County Departments to come through and pick items they have a use for and after that non-profit organizations will be able to select any remaining items.

The second item they continue to work on is the sale of the property. The property is currently listed for sale on eight different websites spanning the spectrum from commercial real estate sites to online auction sites. Marsh also stated that he had personally contacted six different organizations to let them know that the property was for sale and advised them what the potential reuse and redevelopment options could be. Chair Andrews stated it was her impression that the Executive Committee suggested that this subcommittee be thinking of a real estate agent to list the property. Streckenbach stated that the Executive Committee was inquiring whether or not we need to get a broker that we go under contract with. Marsh stated that his recommendation would be to use Grubb-Ellis who has both a local and nationwide presence. Lamine suggested that this be referred to the Purchasing Department to put together an RFP setting forth what qualifications, background and experience would be required of a broker. Streckenbach also pointed out that the cost to the County in the form of commission would also need to be considered as well as the length of any contract.

Motion made by Supervisor Andrews, seconded by Supervisor Clancy to have Purchasing attend the next meeting to advise this subcommittee what needs to be done with regard to selling the MHC. Vote taken. MOTION CARRIED UNANIMOUSLY.

Supervisor Clancy felt that the ideal situation would be to get the property back on the tax roll. Streckenbach stated that he felt Green Bay would be happy to put the property back on the tax roll and also questioned the possibility of the City being willing to take the deed over. He felt that this was something that should be considered if it was determined that we were at the point of having the demolition move forward. Streckenbach agreed to make some contact with Green Bay and Lamine felt that a meeting could be set up with Green Bay Development and Planning staff.

Motion made by Supervisor Clancy, seconded by Supervisor Fleck to direct Chuck Lamine to work with Troy Streckenbach and the City of Green Bay and come back with some ideas. Vote taken. MOTION CARRIED UNANIMOUSLY

The final thing Facilities is working on is a two-part demolition plan consisting of abatement of hazardous materials and demolition. Marsh stated that abatement would include a pre-demolition environmental survey which includes the collection of samples, lab testing analysis and potential means of addressing any issues that are discovered. It would also include preparing bid documents, administration services and project management as well as hazardous material abatement services. Potential hazardous materials may include asbestos, lead, mercury, PCBs, above ground fuel tank and chemicals.

With regard to demolition, the structures slated for demolition include the 1934 and 1967 buildings that comprise the MHC along with the boiler house, laundry building, Bayview School, dairy barn and all flat concrete slabs, walks and stoops; concrete curb and gutters and all paved drives, aprons and parking areas. They would look at salvaging any and all building components, materials and systems for scrap and/or recycling. There would also be deconstruction of building components, materials and systems for reuse and/or recycling, the actual demolition of the site and building elements for deposit into the landfill and finally removal of all existing site utilities back to the property line. In addition there would be complete removal of all existing footings, foundations, basements and tunnels; removal of all existing walkways and paved drives and parking areas. The area would then be backfilled with clean soil and there would be finish grading, topsoil coverage and seeding and watering of all areas.

Supervisor Wetzel was excused t 6:00 p.m.

Marsh felt that this project should be handled with two base bids. The first would be for traditional demolition, removal and deposit to landfill only. The second bid would include demolition and removal and disposal to landfill with removal of scrap, recycling and deconstruction of salvageable materials before and during demolition. It is the desire of Facilities to salvage and recycle as much as possible.

Marsh also stated that his recommendation with regard to the salvage and recycling is to have that work subcontracted to the demolition contractor so everything would fall under one contract.

Motion made by Supervisor Clancy, seconded by Supervisor Fleck to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Report of the Facilities Director.

Facilities Director Bill Dowell reported that the DTF has been relocated and is currently operating out of their new space. He will be meeting with the DA's office next week to start developing plans for their move. They will also be looking at a plan to relocate Corporation Counsel into space at the Law Enforcement Center. There has also been some talk about moving the Medical Examiner to the Northern Building in space near the Register of Deeds.

With regard to the energy projects, the eight pedestals at the Sheriff's Office are up and running and are generating approximately 27,000 kilowatt hours of electricity. The system at the Fairgrounds is up and running and the remaining systems at Barkhausen and ADRC will be done shortly. Other energy efficiency projects underway include replacing 32 watt bulbs with 28 watt bulbs in a number of locations throughout the County. All of these measures will result in utility savings of approximately \$20,000 per year.

Dowell also reported on the flooring project at the Resch Center. This project will be complete by August 19. He also stated approval was obtained at a special Ed and Rec meeting on August 17, 2011 to do the emergency repair to the ice making equipment at the arena and this project will begin as soon as possible. He anticipated having the repairs completed within the next four weeks. The re-roofing project at the courthouse has also been completed and there will be

some additional work done on some drain lines as well as some interior restoration to courtrooms damaged by water.

Facilities is also continuing work with the reorganization committee and the next effort will be with regard to the merger of Facilities and the Highway Department to create a Public Works Department.

Motion made by Supervisor Fleck, seconded by Supervisor Clancy to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. **Discussion regarding potential future areas of concentration for the subcommittee.**

Chair Andrews stated she placed this item on the agenda to discuss where this subcommittee should focus attention now that the Sheriff's Office project is complete. In the past there had been discussions of looking at Human Services when it was believed we would be going to Family Care, however, at this time, it does not appear there will be any moves made in this regard. Andrews further stated that she had spoken with Human Services Director Brian Shoup about the call center and what space needs there were and Shoup felt that for the time being people will continue to work where they are.

Streckenbach indicated that another area of concentration would be the Health Department. He is not in favor of purchasing the building they currently occupy, but would like to find something that the County already owns instead of purchasing a new property. Options he has looked at for the Health Department include looking at UW-Extension to see if there is room there. Streckenbach stated that he does not feel that the property owner is taking the necessary steps to show the County that they want to have them as a tenant. Right now roughly \$11,000 is being spent by the County to rent that space. The County could save roughly \$120,000 per year if space was available in some facility the County already owns. Andrews suggested that the location of the Health Department near the child support office may be advantageous for paternity testing blood draws. Andrews suggested that as a preliminary step in looking for space for the Health Department, that the Health Department surveys be updated. This could then be an area of concentration after the MHC is taken care of.

Supervisor Clancy asked what condition the newer portion of the MHC was in. Dowell stated that it was not in good condition. He also stated that any use of the MHC would require a major upgrade including heating and cooling, lighting and electrical upgrades. The discussion continued with Streckenbach commenting that although he always felt that County government belonged downtown, he sees the MHC as a large building with ample parking. He stated it would be advantageous for all County departments currently in the Sophie Beaumont Building, Northern Building, Health Department and UW-Extension to be in one location to allow the public to have all of their needs met. Lamine felt that taking all the County employees out of downtown would have a negative economic impact on downtown.

Supervisor Clancy asked what the cost to renovate the newer portion of the MHC would be as compared with demolition. Dowell stated there would be extensive work necessary and the total space would need to be renovated. At one point, Dowell received an estimate of 16 million dollars to renovate 100,000 square feet of the new building. This was given for the CTC,

and the rooms needed would have been highly technical. It is believed that the estimate would be less to renovate it for office space. Andrews stated that she would like Facilities to internally gather some ballpark figures. Dowell stated he could get good numbers at a reasonable price from Raasch Architects as the County has been using them for a number of years and they are very responsive to small projects. Dowell stated if Raasch does an estimate, they will use the appropriate resources to provide accurate figures and he felt they could do this for approximately \$5,000. Streckenbach felt that before we extend money for an estimate, we should come back and discuss whether or not this is something to move forward with and whether or not moving the Health Department and UW Extension out there makes sense for the public.

Streckenbach felt that in the essence of trying to protect the County's interests and position of arguments and examining options, perhaps this should be discussed further in closed session at a future meeting.

**Motion made by Supervisor Clancy, seconded by Supervisor Fleck to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

8. **Such other matters as authorized by law.**

**Motion made by Supervisor Fleck, seconded by Supervisor Clancy to adjourn at 7:07 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on June 23, 2011, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin St., Green Bay, WI.

Present: Jude Trimberger, Todd Thomas, Kevin Tielens, Tom Vandenack, Chris Heil, Todd Delain, Neil Cameron, Brad Muller, Derek Beiderwieden, Robert Kiser

Excused: John Gossage, Jim Arts, Rick Davidson

Absent: Larry Mours, Jeff Roemer, Eric Dunning, Ed Janke, Nick Craig, Karl Fleury, Kevin Heimerl, Larry Wilson, John Zakowski

Item #1. Adoption of Agenda.

Motion was made by Vandenack and seconded by Beiderwieden to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of March 17, 2011.

Motion was made by Biederwieden and seconded by Delain to approve the minutes of the last meeting. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

03-19-11 738 Maywood Ave., Howard (residence/accidental)
03-23-11 4378 Windemer Ln., Hobart (residence/accidental)
04-06-11 4588 Choctaw Tr., Hobart (residence/accidental)
05-05-11 544 School Rd., New Franken (residence/accidental)
05-11-11 1315 Weise St., Green Bay (two-family residence/arson)
05-21-11 2350 E. Mason St., Green Bay (business/accidental)
05-30-11 1700 Arabian Dr., Green Bay (residence/under investigation)
06-18-11 1130 Eliza St., Green Bay (garage/under investigation)

Item #4. Report of General Membership President.

Muller reported that eight investigators and four interns attended the IAAI spring conference. Investigators Deviley, Gabe, and Rottier received the team award for the investigation of the fire at 1032 Pine Street on September 9, 2009. The next meeting is set for September 1, 2011, at Howard Fire Station #1.

Item #5. Old Business.

A. Status of County Agreement with MABAS.

Memo received from Sheriff Gossage stating that he spoke with corporation counsel who informed him that if the task force was turned over to another entity other than the Sheriff's Department, funding would go away. Motion made by Kiser and seconded by Cameron that the Brown County Fire Investigation Task Force remain under the entity of the Brown County Sheriff's Department. **Motion carried.** After further discussion, motion was made by Kiser and seconded by Beiderwieden to table the previous motion and set up another meeting with corporation counsel and Kiser and Muller to discuss again how MABAS works. **Motion carried.** At hand is the liability issue.

Item #6. New Business.

A. Review Chris Heil's investigator status.

Muller explained that fire investigators are annually required to attend 50 percent of meetings and 20 hours of training and respond to a minimum of 25 percent of calls. He stated that since 2007 Heil has not met these requirements, as shown in the log that he distributed. He stated that other interns would like to become investigators. He requested that Heil be removed from the fire investigation task force. Heil did state that he would like to stay on the task force. Motion was made by Muller and seconded by Beiderwieden to move Heil from an investigator to an intern. **Motion carried.** After further discussion, Heil stated that he would step back as investigator to intern. Motion was made by Muller and seconded by Delain to rescind the previous motion. **Motion carried.** It was suggested that an annual report showing how many hours investigators/interns have attained be sent to them.

B. Intern wages.

Muller stated that interns now only get \$20 when they go out on a call and that they spend a lot of time on these fires. He suggested setting an hourly rate for interns. After discussion, motion was made by Kiser and seconded by Cameron to recommend to the sheriff that interns receive reimbursement of \$20 per hour effective July 1, 2011. **Motion carried.**

C. Investigator wages for those from volunteer fire departments.

After discussion, motion was made by Kiser and seconded by Muller to recommend to the sheriff an increase in wages for investigators from volunteer fire departments to \$30 per hour. **Motion carried.**

Item #7. Report of Juvenile Firesetter Program Coordinator.

Nick Craig was not present to give a report.

Item #8. Other Matters.

Kiser received three applications for interns from Steven Yedica, a detective sergeant with the De Pere Police Department; Adam Butry, a four-year volunteer firefighter with the New Franken Fire Department; and Kevin Krueger, a volunteer firefighter with the Denmark Fire Department. Motion was made by Heil and seconded by Vandenack to approve these three individuals as interns. **Motion carried.**

Muller stated that the Daubert expert testimony ruling has set the standard for investigators and that investigators should take the FIT certification that the Board recommended. The goal is to get them certified at the CFI level. He stated that the bylaws and operating guidelines should be revisited to make it a requirement to get this done within a certain amount of time. Muller and Kiser will meet to discuss this further.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for September 15, 2011, at 9:00 a.m., at the Allouez Fire Department, 135 Dauphin Street, Green Bay, WI.

Item #10. Adjourn.

Motion was made by Cameron and seconded by Muller to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, August 3, 2011
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Pat Kolarik	<u>X</u>
James Botz	<u>X</u>	Ron Kryger	<u>X</u>
William Clancy	<u>X</u>	Jack Lewis	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Patrick Moynihan, Jr.	<u>X</u>
Ron DeGrand	<u>X</u>	Ken Pabich	<u>Exc</u>
Bernie Erickson	<u>X</u>	Gary Pahl	<u>X</u>
Mike Fleck	<u>X</u>	Mike Soletski	<u>X</u>
Steve Grenier	<u>X</u>	Alan Swatloski	<u>Abs</u>
Mark Handeland	<u>Abs</u>	Mark Tumpach	<u>X</u>
Phil Hilgenberg	<u>X</u>	Jerry Vandersteen	<u>X</u>
Dotty Juengst	<u>Exc</u>	Tim VandeWettering	<u>X</u>
Tom Katers	<u>Exc</u>	Dave Wiese	<u>X</u>

OTHERS PRESENT: John Bunker, Lisa Conard, Wayne Federspiel, John MacDonald, Chuck Lamine, Cole Runge, and Mai Yia Yang.

1. Approval of the minutes of the July 6, 2011, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by M. Fleck, seconded by G. Pahl, to approve the minutes of the July 6, 2011, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Transportation Improvement Program overview and discussion regarding staff report entitled *Wisconsin's Pedestrian and Bicycle Accommodations Law aka Complete Streets and the Surface Transportation Program-Urban (STP-U) Project Eligibility Requirements*.

L. Conard stated the Transportation Improvement Program (TIP) contains a five-year program of highway, transit, elderly and disabled, and enhancement transportation improvement projects that have been awarded or are eligible for federal funds. There are 17 different transportation-related federal funding sources identified for projects proposed in the draft TIP. L. Conard stated that the TIP has/does include projects such as the US 41 expansion, Military Avenue, Green Bay Metro buses and operating assistance, specialized vehicles for the Red Cross transportation program, and transportation enhancements such as the original Fox River Trail and subsequent improvements.

L. Conard stated that the Brown County Planning Commission, acting as the MPO Policy Board, recommended approval of the following projects in 2009:

**BCPC Board of Directors approval of
STP-Urban Funds for 2013-2014**
(approved in September 2009)

1. Humboldt Road – Bascom Way to Spartan Road

- Project Cost: \$2,208,000
- Eligible Funding: \$1,766,400 (80%)
- Approved Funding: \$1,434,894 (65%)

2. Pilgrim Way – Ashland Avenue to Holmgren Way

- Project Cost: \$1,740,000
- Eligible Funding: \$1,392,000 (80%)
- Approved Funding: \$1,130,653 (65%)

L. Conard stated that the 2015–2016 STP-U allocation estimate of \$2,565,547 is to be allocated/recommended to specific projects in 2011. MPO staff is currently working with the public works departments of the urban municipalities and will be meeting with the Transportation Subcommittee on August 29 to discuss funding scenarios and a recommendation for the BCPC Board of Directors to consider on September 7.

L. Conard referred to the staff report entitled *Wisconsin's Pedestrian and Bicycle Accommodations Law aka Complete Streets and the Surface Transportation Program-Urban (STP-U) Project Eligibility Requirements*. L. Conard stated that *Complete Streets* are roadways designed and operated to enable safe, convenient, and comfortable access and travel for all users. Pedestrians, bicyclists, motorists and public transport users of all ages and abilities are able to safely and comfortably move along and across a complete street.

Funding approval under the STP-Urban Program is contingent on compliance with the rule. L. Conard noted that there are exceptions to the rule:

1. Bicycles or pedestrians prohibited (freeway or expressway)
2. Excessively disproportionate cost (no more than 20% of the project cost)
3. Constrained environments (too close to existing structures, natural resources, and/or historical or archaeological sites)
4. Absence of need (low traffic volumes)
5. Maintenance agreements; sidewalks (local governmental unit refuses to agree in writing to maintain them)

L. Conard reviewed a typical TIP process:

TIP Process

1. Staff collects project information from area agencies and jurisdictions and writes the draft document.
2. 30-day Public Review – July 20th – August 19th
3. Public Hearing – August 3rd
4. Environmental Consultation with Resource Agencies – August 16th
5. BCPC Transportation Subcommittee – August 29th
6. BCPC Board of Directors approval – September 7th
7. Demonstration of Fiscal Constraint
8. Approval by WisDOT – late fall/early winter
9. Incorporation into the STIP – publication in early 2012

L. Conard stated that while on the subject of the TIP, she would like to provide the commission with an update on the *Green Bay Metro/Valley Transit Commuter Service Feasibility Study* project that was added to the TIP via minor amendment in June. L. Conard stated that Green Bay Metro staff has decided to put the study on hold.

B. Erickson asked if the STP-Urban funds for 2013-2014 or 2015-2016 are guaranteed.

L. Conard stated no. The funding levels are estimates provided by the Wisconsin Department of Transportation (WisDOT). The estimates have been somewhat close to actuals in the past. L. Conard stated that the federal transportation law, SAFETEA-LU, expired in 2009 and has been operating under seven continuations through September of 2011. It is not known when a new transportation law will take effect.

B. Erickson asked what will happen if the projects are unfunded.

L. Conard stated that the two projects, Humboldt Road and Pilgrim Way, are under the jurisdiction of the county. Green Bay is a funding partner in the Humboldt Road project and the village of Ashwaubenon is a funding partner in the Pilgrim Way project. In the event that the federal funding was removed, the county would work with its partners to determine the best course for the project.

B. Erickson asked if project costs will remain the same.

L. Conard noted that WisDOT allows staff to account for inflation in determining project costs for "out years" in the TIP.

G. Pahl asked if all projects are required to have bike trails.

L. Conard stated that projects funded with federal or state dollars are subject to the state's "Complete Streets" law. The law allows for exceptions, but the state decides if exceptions are met.

L. Conard stated that she believes that the new law will not be an issue as local public works staff are familiar with the law and have historically submitted projects that would comply.

3. **Public Hearing:** Public hearing on the *Draft 2012-2016 Transportation Improvement Program for the Green Bay Urbanized Area* and public hearing on the *Green Bay Metro 2012 Program of Projects*. These public hearings will be held concurrently.

N. Dantinne turned the public hearing over to L. Conard.

L. Conard opened the public hearing for the *2012-2016 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and the *Green Bay Metro 2012 Program of Projects*. The TIP contains a five-year program of highway, transit, elderly and disabled, and enhancement transportation improvement projects eligible for federal funds. The Green Bay Metro 2012 Program of Projects includes projects for which federal transit funds under Section 5303, 5304, 5307, and/or Section 5309 of the Federal Transit Administration Act will be applied.

L. Conard stated that today's hearings will be held concurrently. The hearings will be recorded and a written transcript will be prepared. The transcript, along with any written comments received during the review process, will be forwarded to the Transportation Subcommittee, Brown County Planning Commission Board of Directors, and the Green Bay Transit Commission.

L. Conard asked three times if anyone wished to speak. Hearing none, the public hearing was closed. L. Conard informed the commission that the requirement for a public hearing has been fulfilled.

L. Conard stated that action on the 2012-2016 TIP will be scheduled for September 7.

4. Discussion and action regarding draft Chapter 21 Land Division and Subdivision Ordinance of the Brown County Code.

C. Lamine stated that a 13 member subcommittee was formed to review and make recommendations to modify Chapter 21. Mr. Norb Dantinne and Mr. Mike Soletski from the BCPC Board of Directors served on the committee. In addition, land developers, home builders, and survey, zoning, and planning staff served on the subcommittee. The goal was to achieve consistencies and efficiencies for the developer and staff.

C. Lamine highlighted the proposed changes to 21.32 and 21.33 as follows:

21.32 Under (3) a non-exclusive list of potential unsuitable lands is added to improve understanding of the topic by developers.

Under (6) include the option and requirements to have a geotechnical study performed that justify development are possible within an area identified to be unsuitable for building. The section identifies eleven components required in the plan and references that the report is submitted to Brown County staff to be placed on file. The section also identifies how a developer or surveyor should reference a change on a plat before and after recording occurs.

21.33 Under (1), environmentally sensitive area requirements (ESAs) are updated to comply with multiple county plans, codes and NR 115. In cooperation with the WDNR Bureau of Watershed Management, the following update is proposed with the ability to measure ESAs:

ESA Type	Existing Requirement	Proposed Requirement
Navigable waterway with flood study	Waterbody is ESA. 75-feet from OHWM is ESA.	Waterbody is ESA. 75-feet* from OHWM is ESA.
Navigable waterway without flood study	Waterbody is ESA. 100-feet* from OHWM is ESA.	Waterbody is ESA. 75-feet* from OHWM is ESA.
Floodway	Floodway is ESA. 50-feet from floodway is ESA.	Floodway is ESA. 35-feet** from floodway is ESA.
Non-navigable waterway	Waterbody is ESA. 25-feet from top of bank is ESA.	Waterbody is ESA. 35-feet* from top of bank is ESA.
Wetland less than two acres	Wetland is ESA.	Wetland*** is ESA.
Wetland greater than two acres	Wetland is ESA. 50-feet from wetland is ESA.	Wetland is ESA. 35-feet** from wetland is ESA.
Other significant natural resources	Special.	Including (on a case-by-case basis) river and stream headwaters, groundwater recharge areas, unique woodlands, high-value wildlife habitat areas, geologic and natural area sites and wet, poorly drained and organic soils, and areas identified in the <i>Wisconsin Land Legacy Report</i> and where rare plants, animals, and natural communities are known to be located as identified in <i>Wisconsin's Natural Heritage Inventory</i> .
Steep slopes that are 12% or greater	Slope is ESA.	Slope ranging from 0% to 19.9% is not an ESA.
Steep slopes that are 20% or greater	Slope*** is ESA. 20-feet**** from top and bottom of slope is ESA.	Slope*** is ESA. 20-feet**** from top and bottom of slope is ESA.

G. Pahl asked about cemeteries.

C. Lamine stated that cemeteries are exempt from Chapter 21.

A motion was made by M. Soletski, seconded by J. Vandersteen, to approve the draft Chapter 21 Land Division and Subdivision Ordinance of the Brown County Code. Motion carried.

C. Lamine stated the proposed ordinance will be forwarded to the Brown County Board's Planning, Transportation, and Development Committee and then to the Brown County Board of Supervisors for consideration. A public hearing will also be held.

5. Appeal of Brown County Planning Commission staff determination that a property owner's request to remove 20 acres of land from the Town of Scott sewer service area will require a major amendment and support and approval from the Town of Scott pursuant to the 2002 Brown County Sewage Plan – Amendment Application Manual requirements.

C. Lamine provided an overview of the staff report contained in the packet. C. Lamine stated that he informed Mr. Mike Soletski that a major amendment was required to remove 20 acres of land from the sewer service area in the town of Scott.

Mr. Soletski, who is a partner in ownership of the subject property, disagreed with the staff determination that a major amendment was required.

Correspondence regarding the issue and the *2002 Brown County Sewage Plan Amendment Application Manual* (May 2011) was also included in the packet.

C. Lamine stated that the merit of removing the 20 acres from the sewer service area is not in question today.

C. Lamine stated a sewer service area amendment application has not been submitted to the planning commission and that the town of Scott has not received any communication from the property owner regarding the matter.

C. Lamine read from the application manual (Page 7, Section D):

Who Can Ask for Amendments?

"Any official representative of the state or federal governments, the county, a city, village, town, sanitary district, utility district, or sewage district and apply for an amendment. Such a representative is commonly referred to as the applicant.

If a landowner or developer is requesting an amendment, he must first obtain the support and approval of the local unit of government before the BCPC will accept and review the amendment."

Discussion occurred regarding the type of sewer service amendment that would be required as presented on Page 13, Section A of the manual:

Type	Amendment	Requirements
Type 1	Minor Sewer Service Area Amendments	Amendment proposes that less than five acres of the existing (or previously amended) SSA are affected, and multiple amendments are not petitioned.
Type 2	Major Sewer Service Area Amendments	Amendment proposes that five or more acres of the existing (or previously amended) SSA are affected.

P. Blindauer asked if the town and/or sanitary district needed to participate.

C. Lamine stated that both need to participate.

C. Lamine stated he suggested that a pre-submittal meeting occur between planning staff and representatives of the town of Scott, sanitary district, and the applicant. A pre-submittal meeting is common practice and has been done many times. This has not happened in this case.

A motion was made by B. Erickson, seconded by G. Pahl, to hold for 30 days or until the next meeting of the Brown County Planning Commission and request that the Brown

County Corporation Counsel issue an opinion about whether or not a major amendment is necessary when land is removed from the sewer service area.

J. Lewis stated that it appears that there is a process in place but no application has been submitted and suggested that no action occur until an application has been submitted.

P. Blindauer believes that a removal of acreage does fit into one of the four categories outlined in the manual.

S. Grenier stated that the question appears to be "is an amendment necessary to remove acreage?" S. Grenier asked for a motion by substitution to request that the Brown County Corporation Counsel determine if an amendment is needed. B. Erickson and G. Pahl agreed to the motion by substitution.

C. Lamine stated that staff has already spent a considerable amount of time on the issue.

M. Soletski stated as a citizen, that he would like to process this under Policy #1.

C. Lamine stated that Policy #1 is designed for plan corrections. C. Lamine read from the manual:

"Corrections to a sewer service area or environmentally sensitive area can be made to fix an error in the maps or data of the county sewage plan or to reflect more accurate and up-to-date information due to an approved regulatory change or field determination."

The consensus of the commission was that the potential request did not fit Policy #1 - Plan Correction.

T. VandeWettering stated that the planning commission should not be discussing this because an application has not been submitted for consideration.

S. Grenier stated that it appears M. Soletski understands that an amendment is necessary and requested his motion by substitution be withdrawn. B. Erickson and G. Pahl agreed.

P. Moynihan pointed out that the manual accurately reflects the policy and procedures set by the planning commission.

M. Soletski concurred that an amendment was needed and again suggested it be processed under Policy #1.

A motion was made by M. Fleck, seconded by J. Vandersteen, to open the floor for public comment. Motion carried.

John MacDonald, 2523 Telluride Trail Unit E, Howard. Mr. MacDonald stated that excessive analysis (see Page 18 of the manual) was not needed since the petitioner was asking to remove the property from the sewer service area.

C. Lamine reiterated that the issue before the Brown County Planning Commission Board of Directors is whether or not an amendment is needed, not whether the property should remain in or be removed from the sewer service area.

C. Lamine stated that the original sewer service area was determined by planning staff upon consultation with town officials. The town asked that the subject area be included. If the subject area is to be removed, staff will need to take a look at the surrounding area to identify any adverse impacts removal may have on the overall area.

C. Lamine stated that the planning commission would need the town of Scott and the sanitary district to support the removal of the property from the sewer service area before the planning commission could act on the request.

C. Lamine stated that ultimately the Wisconsin Department of Natural Resources (DNR) would consider the request for removal.

A motion was made by M. Fleck, seconded by B. Erickson, to return to the regular order of business. Motion carried.

A motion was made by S. Grenier, seconded by T. VandeWettering, that the appeal of the property owner be denied. Motion carried.

C. Lamine again suggested that a pre-submittal meeting occur between planning staff and representatives from the town of Scott, sanitary district, and the applicant.

6. Director's report.

- a. U.S. Department of Energy designation of Brown County as a selected participant in the Community Energy Strategic Planning Academy.

C. Lamine commended Aaron Schuette for his outstanding job managing \$612,000 in energy efficiency projects for Brown County. These projects include:

- Barkhausen Photovoltaic Panels
- Sheriff's Department Photovoltaic Panels
- Weyers-Hilliard Branch Library Photovoltaic Panels
- Brown County Jail Solar Hot Water Heating System
- Brown County Fairgrounds Photovoltaic Panels
- Brown County Libraries Energy Efficiency Retrofits
- Brown County Buildings Energy Efficiency Retrofits

C. Lamine stated he believes this recognition and staff's participation in the effort will lead to additional opportunities for Brown County, and as a result, energy savings.

7. Brown County Planning Commission staff updates on work activities during the month of July 2011.

A motion was made by P. Kolarik, seconded by D. Wiese, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of July 2011. Motion carried.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

8. Other matters.

C. Lamine expressed appreciation to staff for keeping the department running while he was in Colorado tending to his daughter who was involved in a serious accident. In

particular, Chuck would like to thank Cole Runge and Aaron Schuette. In addition to his absence, the planning department has been short one senior planner due to medical leave.

S. Grenier invited everyone to join Mayor Schmitt and "Elvis" for the Zippin Pippin Hunka Hunka Burning Lights event on August 8. The Zippin Pippin will operate under lights for the first time due to an exterior lighting donation by Orion Engineered Systems of Wisconsin.

The September 7 meeting of the Brown County Planning Commission will be held at the Transportation Center, 901 University Avenue, Green Bay.

The planning staff will make arrangements to hold the October 5 meeting of the Brown County Planning Commission at Barkhausen Wildlife Preserve to enable commissioners to view the Barkhausen Photovoltaic Panels project.

9. Adjourn.

A motion was made by G. Pahl, seconded by R. DeGrand, to adjourn. Motion carried.

The meeting adjourned at 7:58 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
August 3, 2011**

July 2011 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Facilitated several Planning and Land Services (PALS) department managers and Planning staff meetings.
- Assisted Principal Planner with coordination of the application for the \$290,000 Community Development Block Grant-Economic Development (CDBG-ED) grant for Amerex Corporation in the Village of Howard intended to create 22 new full-time jobs.
- Worked with PALS staff to prepare the PALS department 2012 budget.
- Prepared for and presented at the Brown County Facility Master Plan Subcommittee meeting the evening of July 21.
- Toured the former Brown County Mental Health Center building with a private non-profit organization that was interested in the building.
- Met with county staff to discuss the future of the former Mental Health Center building.
- Met with PALS department staff and LEAN facilitators regarding a PALS department survey indexing LEAN Kaizen event to analyze system improvements.
- Coordinated with a business regarding loan payments for a Brown County Economic Development Revolving Loan.
- Conducted a conference call meeting with PALS staff and the Human Resources Manager to discuss ongoing human resources issues and the 2012 budget.
- Reviewed with PALS staff a proposal for increasing economic development efforts in Brown County.
- Attended a meeting with Brown County staff to coordinate safety/traffic issues at the Marian Shrine in the Town of Green Bay.
- Attended and chaired the Land Information Council meeting on July 20.
- Prepared a staff report for the appeal of Brown County Planning Commission (BCPC) staff determination that a property owner's request to remove 20 acres of land from the Town of Scott sewer service area will require a major amendment and support and approval from the Town of Scott pursuant to the 2002 Brown County Sewage Plan – Amendment Application Manual requirements.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Continued to prepare a draft of Chapter 4 for the Brown County Environmental Impact Statement (EIS).
- Facilitated an EIS Lead Agencies meeting with representatives of WisDOT and the Federal Highway Administration.
- Completed road condition ratings with the Transportation Planner I for the Transportation Improvement Program.
- Met with Brown County's Human Resources Manager and other PALS managers to discuss staffing and other issues for 2012.
- Prepared a summary of grants received by the PALS department in 2011.

- Attended the 2012 county budget target meeting that was hosted by the Brown County Executive and Brown County Department of Administration.
- Developed the MPO's report and reimbursement request to WisDOT for the second quarter of 2011. Also prepared a second quarter expense report to the Brown County Department of Administration.
- Met with the De Pere School District Superintendent and Facilities Manager to discuss the final design of a new student pick up and drop off area near the middle and high schools.
- Continued to work with the Brown County Library to identify locations for new library wayfinding signs throughout the county and to identify the approvals that must be obtained to add them within public rights-of-way.
- Participated in the first meeting of Green Bay Metro's Strategic Plan Implementation Team.
- Prepared for and participated in a meeting of the Northeast Regional Transportation Demand Model Users Group.
- Developed a draft of the 2012 Transportation Planning Work Program.
- Reviewed several new bus routes that are being proposed by Green Bay Metro staff.
- Participated in a Green Bay Transit Commission meeting.

The recent major planning activities of Aaron Schuette, Senior Planner:

- Attended the July 6 BCPC Board of Directors meeting to present a subdivision variance request and Energy Efficiency and Conservation Block Grant (EECBG) project update.
- Conducted Davis-Bacon Act wage interviews and certified payroll reviews for the EECBG projects.
- Coordinated schedules and prepared materials for a U.S. Department of Energy site visit to occur in August.
- Completed EECBG reporting for the U.S. Department of Energy and Office of Management and Budgeting.
- Coordinated with Brown County Administration and Brown County Facilities regarding EECBG reimbursable expenditures.
- Received notice of acceptance into the U.S. Dept. of Energy National Renewable Energy Lab – Community Renewable Energy Planning Academy.
- Completed Brownfield grant reporting for the U.S. EPA Brownfield Assessment Grant.
- Performed certified survey map and subdivision plat reviews.
- Answered multiple phone, email, and walk-in questions related to environmentally sensitive areas and the Wisconsin Working Lands Initiative.
- Prepared three Water Quality Management (208) letters for sewer extensions.
- Prepared materials related to the updated timeline for the Brown County Farmland Preservation Plan and Wisconsin Working Lands Initiative.
- Presented the revised Working Lands Initiative timeline to the Brown County Towns Association on the evening of July 28.
- Made revisions to the Village of Wrightstown official zoning map.
- Met with Village of Wrightstown staff on July 25 to discuss the August planning commission agenda items.
- Prepared Village of Wrightstown planning commission staff reports related to two certified survey maps, a final planned development district amendment, and an area development plan.
- Prepared grant details and 2011 budget grant revenue actuals in preparation for the 2012 budget.
- Prepared materials for an open records request related to redistricting.

- Made revisions to the Town of Rockland official and draft zoning map.
- Performed a USGS depth to well water check at the monitoring well in Suamico.
- Prepared two maps of the Pulaski Disc Golf Course for the Pulaski Department of Public Works.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Continued work on the *Draft 2012-2016 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. The TIP is a five-year program of highway, transit, elderly and disabled, and transportation enhancement projects.
 - Worked with WisDOT staff to finalize its 2012-2016 program.
 - Worked with public works officials to identify projects eligible for Surface Transportation Program-Urban (STP-U) funds.
 - Wrote two legal notices and developed a general TIP and 2012 Green Bay Metro Program of Projects summary postcards and mailed them to interested parties as part of the public involvement requirement.
 - Completed draft document.
 - Developed PowerPoint presentation.
- Worked with Metro staff in preparation of a Major Amendment to the 2011-2015 TIP. The proposed amendment is a result of an opportunity to receive a federal *State of Good Repair* grant for approximately 1.1 million dollars. The amendment will go before the BCPC Board of Directors in September.
- Continued writing the *Draft Strategic Plan document for the Green Bay Metro System*. Met with the strategic plan committee to discuss the draft and advance the project.
- Analyzed paratransit trip data provided by Green Bay Metro to identify trip origins and destinations within Allouez, De Pere, and Bellevue as new fixed route service would retract the current ¾ mile of a fixed route boundary for eligible paratransit trips. Compiled data from this analysis was provided to Planner I (GIS/Transportation) for geocoding and map development.
- Attended first in a series of three public information meetings regarding the Green Bay Metro route restructuring proposal the evening of July 21. The meetings are designed to engage the rider and provide a forum for feedback regarding Metro proposed new services.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Attended a half-day demonstration on how to most effectively utilize Brown County's online land records, maps, and GIS system tools. The presentation was led by Brown County staff.
- Presented three administrative modifications to the *2011-2015 TIP* to the Brown County Planning Commission Board of Directors the evening of July 6.
- Participated in the Green Bay Transit Commission meeting on July 13.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Prepared the Land Records Modernization / Land Information 2012 budget.
- Coordinated and attended a Land Information Council meeting on July 20.
- Prepared for and put on a full day of training sessions on July 21 ("Land Information Day") at the Museum. Approximately 90 people attended.
- Continued to develop the new version of the GIS database (v3). Converted street, address, and common place data from old v2 dataset, preparing applications to run on the new database. Preparing to move the rest of the GIS layers to v3.
- Coordinated a meeting with Zoning and Planning staff to discuss needs related to the hydro map layer as they relate to shoreland zoning and environmentally sensitive area mapping.

- Met with Zoning staff to go over the mapping of private onsite wastewater treatment systems (POWTS) and how the related records should be linked to the GIS map.
- Added shoreland permit locations with links to permit scans to the online GIS mapping site.
- Continued to assist the Sheriff's Department with their new Records Management System project by providing additional address and street and common place GIS data to the vendor (ProPhoenix).
- Met with Emergency Management to review GIS needs related to the Emergency Operations Center.
- Continued to coordinate Administration's request to map out and calculate the acreage of lawns mowed by county departments.
- Produced a PDF map of the Town of New Denmark addresses for Lange Enterprises (911 Signs).
- Assisted Emergency Management with fire grid maps.
- Provided GIS data for the Environmental Impact Statement work being done on the De Pere "southern bypass" road project.
- Met with the Human Resources Manager and other PALS managers to discuss table of organization.
- Continued updating GIS data and records, which was a heavy focus this month as there were a lot of records and map layers to update.
- Provided regular updates to GIS datasets to several municipalities including the Village of Bellevue, Town of Scott, Town of Ledgeview, and Village of Hobart.
- Provided GIS data and maps to various customers including the FAA, DNR, Avtex, AT&T Commercial, NE Telephone, Next Media, Pizza Hut, Resources for the Future, NOAA, SBC Global, AECOM, Diggers Hotline, and others.
- Helped to organize the fall regional WLIA conference by finding speakers who will discuss the theme (economic development).
- Assisted other people with miscellaneous service and data requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Assisted Senior Planner with certified survey map reviews on multiple properties.
- Completed lawn mowing acreage analysis for Brown County Highway and Park departments.
- Updated GIS Metro routes and other associated layers because of new changes being made to the west side routes.
- Created several new maps for Green Bay Metro to show new routes and new paratransit area.
- Updated Transportation Improvement Program (TIP) maps to be included in the Draft 2012-2016 TIP for the Green Bay Urbanized Area.
- Created new paratransit maps for Green Bay Metro to show lost paratransit trips in Allouez, De Pere, and Bellevue.
- Created a new spreadsheet to track county transportation projects that include bicycle and pedestrian facilities.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended the Land Information Council meeting on July 20.
- Attended the Town of Lawrence Town Board meeting on July 11 to present the Town of Lawrence Bicycle and Pedestrian Plan.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, August 16, 2011 at 5:15 p.m., in Room 201 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Jim Haskins, Delores Pierce, Duane Pierce, Joe Witkowski, John Maino, Jerry Polus
EXCUSED: Sherry Steenbock, Don Bettine, John Walschinski, Troy Ness

**Running Total of Veterans' Certificates: 1193

1. **Call Meeting to Order:**

The meeting was called to order by Chair Bernie Erickson at 5:15 p.m.

2. **Invocation by Jim Haskins.**

3. **Approve/Modify Agenda:**

**A MOTION WAS MADE BY DUANE PIERCE, SECONDED BY JOHN MAINO TO APPROVE.
Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Approve/Modify Minutes of July 19, 2011:**

**A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO APPROVE.
Vote taken. MOTION CARRIED UNANIMOUSLY**

5. **Discussion re: Brown County Fair (August 20, 2011).**

Jerry Polus went through the final arrangements for the Fair. He stated that 45 – 50 members of the Pulaski Band, along with several parent chaperones will arrive by bus at the South entrance of the Fairgrounds at approximately 11:15 a.m. Food vouchers will be ready to be distributed to the band director. The band's performance will last approximately 30 – 45 minutes.

Polus stated that he will be meeting with the Master of Ceremonies, Tom Mahoney, in the next several days to go over the agenda which will be as follows: welcoming remarks by Tom Mahoney, posting of colors by Duck Creek VFW, National Anthem performed by Pulaski Band, remarks by County Executive Troy Streckenbach, performance by the band, remarks by Veterans' Recognition Subcommittee Chair Bernie Erickson and drawing for door prizes which will be handled by Jim Haskin, Joe Witkowski and Jerry Polus. The entire program should last approximately 1 – 1 ¼ hours.

John Maino reported that he had spoken with several contacts with regard to getting a banner donated for the stage area; however, feedback he received was that in previous years there had been some problems displaying advertising within the Fairgrounds and therefore his contacts were reluctant to donate a banner. There will be no banner for this year, however, both Duane Pierce and Joe Witkowski stated that they had possible contacts to have banners donated and they will follow up on this for next year.

Polus also stated that he had spoken with John Walschinski who assured him that a donation was in the mail from Tweet Garot for \$750.00 to sponsor the Appreciation Day activities. This donation will cover the costs of the bus, food vouchers and door prizes.

6. **Report from CVSO Jerry Polus:**

CVSO Jerry Polus reported on three topics:

- ❖ He wished to thank John Maino for his help with an injured veteran who came into the Veterans Service Office in need of financial assistance. Maino was able to provide funds that had been donated by Vander Vest Cycles to this vet to assist him with his rent and help him get back on his feet.
- ❖ Second, Polus reported that the Green Bay Bull Frogs will be holding a fundraising event the weekend of August 27, 2011 and will be donating the profits which they project to be between \$4,000 - \$5,000 to the Veterans Emergency Fund.
- ❖ Finally, Polus reported that he had recently had a budget meeting with the County Executive which went very well and he felt there should not be a problem with his department remaining fully staffed.

Polus also indicated that one other item he wished to discuss was the topic of donations to this subcommittee. Chair Erickson felt that in the current economic times, it may not be feasible to go out and ask companies to make a single large donation. He shared an idea he came up with whereby the subcommittee could create a form to be presented to businesses with different donation levels, similar to a "gold, silver and bronze" type of donation system; however, he suggested a red, white and blue theme instead. He felt that allowing a donor to choose the amount they desired to donate may be a better approach than going out and asking for a single, large donation. This idea will be discussed in greater detail at a future meeting.

7. Report from Committee Members Present (Haskins, Polus, Pierce):

- ❖ Jim Haskins had several interesting tidbits of information to share with the Subcommittee, among them was:
 - That Emporia, Kansas was the founding city of Veterans Day.
 - That the Gillett High School football stadium will be named after Vietnam Vet, Franklin James Runge, killed March 12, 1968.
 - That Oklahoma has 69 different military-related license plates available, more than any other state.
- ❖ Jerry Polus reported that the next monthly veterans program at the ADRC will be on August 26 and will include a bus trip to the King VA facility and a boat cruise on the Chain of Lakes in Waupaca.
- ❖ Duane Pierce thanked John Maino for his help with the recent fundraiser at Vander Vest Harley. He also reported that the ride at Pearly Gates had raised a little more than \$53,000 for Vietnam veterans. Pierce also stated that there will be a candlelight ceremony on POW Day on September 16, 2011 at 7:00 p.m. at the POW flagpole at the Brown County Courthouse and he urged committee members to spread the word.

8. Such Other Matters as Authorized by Law.

9. Adjourn.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DUANE PIERCE TO ADJOURN AT 5:53 P.M. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary